

Municipality of Hastings Highlands  
 33011 Highway 62, PO Box 130  
 MAYNOOTH, Ontario  
 K0L 2S0

**Permit No.: ENTRANCE PERMIT**

OWNER/APPLICANT

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

To construct a \_\_\_\_\_ entrance,  
 (field, farm, residential, temporary, reclassification, alteration, commercial, industrial, institutional, public, emergency)

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_ Township: \_\_\_\_\_

Or

Street No.: \_\_\_\_\_ Street: \_\_\_\_\_ Town/Village: \_\_\_\_\_

Please enclose a sketch or drawing on the back of this application showing the location and size of your property; also show your proposed location for your entrance. Please mark the location of the entrance with a **PROPOSED ENTRANCE** sign or entrance will not be approved.

Date of Application: \_\_\_\_\_ Signature: \_\_\_\_\_

Severance applied for? Yes No Severance Number: \_\_\_\_\_

Building Permit Applied for? Yes No Building Permit # \_\_\_\_\_

Payment Required: (Options: Cash or Cheque)

Classification of Entrance	Permit Fee	Refundable Deposit**	Total
Field, Farm, Residential, Temporary, Reclassification, Alteration			
Commercial, Industrial, Institutional			
Public, Private, Emergency Road			

\*\* Refund upon approval of the entrance installation, less amount by the Municipality to bring entrance to Municipal standards. Where the entrance has not been constructed and accepted by the Township within **one year** of the date of the permit, then the permit shall be cancelled and the refundable deposit shall be forfeited. Contact the Municipality of Hastings Highlands prior to permit submission for refundable deposit requirements for Commercial, Industrial and Institutional entrances.

Requirements for Entrance – OFFICE USE ONLY	
Top Width: _____	Surface Type: _____
Length of Pipe: _____	Diameter of Pipe: _____ Thickness of Pipe: _____
Application Fee Paid: _____	Deposit Paid: _____
Special Conditions: _____	
Date of Issue: _____	
Signature of Manager of Transportation & Services	

## **MUNICIPALITY OF HASTINGS HIGHLANDS**

### **ENTRANCE POLICY**

Given that it is considered advisable to control the construction of entrances onto Township Roads, it is herein resolved that the following policy statement be adopted as a guideline to control accesses onto Township Roads.

The Road Department shall consider the following criteria when reviewing all applications for new entrances or alterations to entrances:

- a. All entrances onto Municipal Roads shall be under the control of the Municipal Roads Department. New installations and alterations shall conform to this policy and be completed according to standards. The costs shall be borne by the owners.
- b. Protection of the public through orderly traffic movements onto and from Municipal Roads, including possible requirements for left and/or right turn lanes.
- c. Maintenance of the traffic carrying capacity of the Municipal road network.
- d. Protection of the public investment in Municipal road facilities.
- e. Minimizing Municipal expenditures on maintenance of private entranceways.
- f. Providing legal access onto Municipal roads from adjacent private property.

### **DEFINITIONS**

#### **Field Entrance**

- Provide access to agricultural fields.

#### **Farm Entrance**

- Provides access to farm building and agricultural lands.

#### **Residential Entrance**

- Provide access to residential facilities of four units or less.

#### **Commercial/Industrial/Institutional Entrance**

- Provide access to a business where goods or services are manufactured or sold to the public and includes as well, residential facilities of five or more units.

#### **Re-Classification Entrance**

- When an existing entrance is to be used for other than its intended use (i.e. a field entrance to be used as a residential entrance) it will be required to be Re-Classified and to be upgraded to meet current Township standards.

#### **Temporary Entrance**

- Provides access to properties for a limited period not to exceed one year for the purpose of construction, repairs or improvement on that property or to facilitate a staged development.

**Emergency Access**

- Provides access to subdivision developments for emergency vehicles only, in the event that the main access to the development is not passable. Adequate measures are to be incorporated in the emergency access to prevent (adequately discourage) use by private residents or delivery vehicles.

**Public Entrance**

- Provides access onto a Municipal road from a registered subdivision by means of a public road or street.

**Alteration**

- When the resident proposes changes to their existing entrance i.e. to be widened and /or existing surface to be up-graded (gravel to hot mix asphalt).

**LOCATION OF ACESSES**

The proposed access location is to be clearly illustrated on a sketch which is to accompany the application for an access permit. The sketch must provide enough information to enable staff to locate it in the field, ie. Dimensions to buildings and/or landmarks like fences, hedgerows and tree lines, etc.

The Municipality may restrict the placement of an access onto the Municipal road in the interest of public safety. New accesses must be located so as to provide, in the opinion of the Manager of Transportation and Services.

- a. No undue interference with the safe movement of public traffic, pedestrians, or other users of the highway.
- b. Favourable vision, grade and alignment conditions for all traffic using the proposed access to the Municipal road.

In general, new entrances **will not be permitted** at the following locations:

- a. Where access can reasonably be gained via a Municipal right-of-way.
- b. Along a lane which is identified for the purpose of an exclusive vehicular turning movement.
- c. In close proximity to intersections and bridges.
- d. No truck climbing, acceleration or deceleration lanes.
- e. Where the following minimum sight distance requirements are not met:

POSTED SPEED (km/hr)	MINIMUM SIGHT DISTANCE (m)
50	120
60	140
70	160
80	180

Note:

- a. The Ministry of Transportation Ontario uses 120 metres, 140 metres, 160 metres, 180 metres and 200 metres as minimum sight distances for 50 km/hr, 60 km/hr, 70 km/hr, and 80 km/hr and 90 km/hr respectively.

- b. Sight distance shall be measured from eye height of 1.05 metres measured 3.0 metres from outer edge of the traffic lane to an object height of 1.3 metres above the road-way surface.

An entrance adjacent to a bridge or other structure which may interfere with the clear vision of traffic using the entrance must be located as follows:

- a. A Commercial entrance in an area where the speed limit is 80 km/hr or more must be located at least 145 metres (475 ft) from the end of the deck of the bridge or from the nearest part of the structure which actually interferes with the clear vision of traffic using that entrance.
- b. A residential, Farm or Field entrance in an area where the speed limit is 80 km/hr or more must be located at least 30 metres (100 ft) from the end of the deck of the bridge or from the nearest part of the structure which actually interferes with the clear vision of the traffic using that entrance.

In areas where the speed limit is less than 80 km/hr, the Roads Manager may restrict the location of an entrance to that distance from the bridge or other structure which he deems advisable.

## **DESIGN STANDARDS**

### **Entrance Grade**

The finished surface of the access must drop away from the edge of the highway driving surface to the end of the shoulder rounding at a rate equal to the slope of the shoulder. For a distance of 5.0 metres beyond the shoulder rounding, the slope of the access is not to exceed 3%.

### **Field Entrance**

Shall be surfaced with at least 150 mm (6") pit run gravel (Granular "B") and where a culvert is required, its length must be sufficient to provide a 2:1 slope up from the ditch invert to an entrance width of 6.0 metres. A minimum cover on the culvert is to be 300 mm (12")

### **Farm or Residential Entrance**

Shall be surfaced with at least 150 mm (6") crushed gravel (Granular "A"). Where a culvert is required, its length must be sufficient to provide a 2:1 slope up from the ditch invert to an entrance width of 6.0 metres.

A minimum cover on the culvert is to be 300 mm (12").

### **Commercial/Industrial/Institutional Entrance**

Shall be surfaced in the appropriate manner based on the road the entrance is from and where a culvert is required, its length will be dictated by the entrance design which will be site specific, having regard for number and type of vehicles expected to utilize the entrance. Turning lanes and right turn tapers may be required depending on the site traffic requirements.

A minimum cover on the culvert is to be 300 mm (12")

## **Curbs and/or Headwalls**

No curb or headwall can extend above the surface of the roadway shoulder within the limits of the shoulder and its rounding. All curbs and headwalls are constructed at the sole expense and risk of the applicant.

## **Curb and Gutter**

Where curb and gutter exists at the location of the proposed entrance, the applicant will be required to construct a drop curb at the entrance location. The existing curb shall be cut or removed and replaced using materials and construction methods acceptable to the Roads Manager.

The area between the curb and sidewalk is to be paved with hot mix asphalt, concrete or paving stones, in accordance with the Engineer's requirements. If there is no sidewalk, the entrance is to be paved a distance of two metres behind the curb.

## **Maintenance of Entrances**

Property owners having access to a Municipal road are fully responsible for the maintenance of the access including the removal of snow and ice and keeping the portion of the access within the right-of-way in a safe condition for vehicular traffic.

Each entrance to a Municipal road must be designed, constructed and maintained in a manner that will prevent surface water from the entrance-way or from the adjoining property being discharged via the entrance onto the travelled portion of the highway.

In the event that Municipal forces are required to perform maintenance to an entranceway, the Municipality will only replace the surface with gravel or hot mix asphalt, as appropriate. The Municipality will not install concrete, brick etc. Maintenance activities may include but are not limited to, culvert replacement or construction activities on the Municipal roadway.

## **Culvert**

If a culvert is required, the culvert shall be new steel corrugated pipe or approved equivalent. Used culvert pipe is not acceptable.

## **Temporary/Emergency/Public Entrance**

The design and construction of temporary/emergency and public entrances must be submitted to, and approved, by the Municipality and an access permit issued prior to work commencing on the entrance within the limits of the road allowance of a Municipal road or any works related to said entrance.

## **Number and Width of Accesses**

It will be the policy of the Road Department to:

- a. Limit the width of accesses to discourage the construction of entrances wider than that required for the safe and reasonable use of the entrance.
- b. Limit the number of accesses to a property to the number required for the safe and reasonable access to the Municipal road and in general conformity with the following:

**Residences** – One per property.

**Farm Buildings** – One per farm.

**Farm Entrance** – Minimum one field entrance per farm with additional field entrances where natural obstructions within the field prevent reasonable access across the field. If a Municipal Road dissects the farm, additional entrances may be approved at the discretion of the Municipality.

**Commercial/Industrial Entrance** – Maximum two with a minimum spacing of 30 metres between entrances and/or subject to Municipal official plan.

### **Refundable Deposit and Permit Fee**

The refundable deposit and permit fee in the following amount shall be collected prior to issuance of the permit. The deposit shall be refunded to the applicant upon acceptance of the entrance by the Municipal Roads Staff, less any amounts expended to bring the entrance up to Municipal Standards.

Classification of Entrance	Permit Fee	Refundable Deposit
Field, Farm, Residential, Temporary, Reclassification, Alteration	\$200.00	\$100.00
Commercial, Industrial, Institutional	\$200.00	\$100.00
Public, Private, Emergency Road	\$200.00	\$100.00

\*Deposit will vary depending on foreseeable costs which may be incurred by the Municipality to complete or remove an improper entrance.

### **Installation of the Entrance**

The entrance shall be installed by the applicant, at the applicant's expense, to the specifications outlined on the permit and in accordance with Municipal standards. In the event an installation does not meet Municipal Standard and the applicant refuses to make necessary repairs, the Municipality reserves the right to remove the improper entrance at the applicant's expense. When entrance culvert needs replacement due to age, corrosion, new construction, accident damage, etc., the culvert will be replaced by the Municipality.

### **Inspection of the Entrance**

The installation of the entrance will be inspected by the Municipality after completion by applicant. It shall be the applicant's responsibility to call the Municipality for an inspection of the entrance installation, once it has been completed.

### **Cancellation of Permit**

Where the entrance has not been constructed and accepted by the Municipality within **one year** of the date of the permit, then the permit shall be cancelled and the refundable deposit shall be forfeited.

Where the applicant has decided to withdraw their entrance application, only the refundable deposit will be refunded.

### **Renewal of Permit**

An entrance permit may be renewed for an additional **six month** period. An application shall be filled out for the renewal and another application fee paid to the Municipality. A second permit will be issued. The deposit fee shall be carried forward to the second permit.